

Notes from PA Monthly Call May 10, 2006

General Comments:

-Monthly PA calls will be held the 2nd Wednesday of every Month at 10am. Call in information will be emailed out approximately 2 weeks prior to the call

-SAM Refresher training via Webex. Will be held every 1st Wednesday of each month at 10am. Login and call in information will be emailed out approximately 2 weeks prior to each call. This is open for PA's and any fiscal staff who have access to reporting/queries. Password is purchase.

-New web page look for DOA. If you have any bookmarks set for Charge Card related data or any DOA web sites, please update your book marks since the links have changed.

-Any issues with vendors in regard to not charging a PCard that was passed to them during the order process, you need to alert the eVA staff if it was an eVA order to ensure that the vendor is receiving the orders correctly. Also, if there are issues with vendors, please contact DOA with the issues so we can link in GE MasterCard and the eVA team is needed as well. Please email cca@doa.virginia.gov with the situation and we will start the process.

-There is a new Public query save called SWAM Verification in SAM to assist agencies to ensure that the DMBE data feeds to GE are capturing all the DMBE certified vendors. You can run that based on a certain time frame which you would need to adjust each time you run the query.

-DMBE provides the vendor data to GE for the DMBE Custom Report. If an agency finds vendors that are not listed that should be or issues with how vendors are being shown, you need to contact DMBE to get the information corrected.

-Southside Gas has agreed to accept MasterCard for all Commonwealth purchases.

-SAM is best viewed using Internet Explorer versus Netscape. It can be viewed in Netscape, but not all the items will be shown and will be difficult to navigate through.

-DOA and GE will be issuing a generic PowerPoint slide presentation for PA's to pass out to any vendors wanting more information about accepting MasterCard or have questions about their existing MasterCard relationship. A notification will be in a future Charge Card Bulletin.

-Purchase Order numbers on statements – DOA and GE are working on new version of the Monthly statements received from GE to incorporate the PO number on the statement if the vendor passes that level of data. These statements should be in production by the end of calendar year.

Open discussion:

Q: VCU– Is there a way in SAM to see what level the vendor is set up as?

A: Yes, you can run a Merchant Query to see that level the vendor is set up. The data field is Merchant Data Level which you can utilize to see what your vendors are.

Q: VCU – In Net Service I am trying to change the codes but it keeps taking me back to the first page after 2 changes. Is that supposed to happen?

A: The changes to accounting fields are in SAM and Nancy will call VCU and talk offline to get more details for what is occurring.

Q: VCU – On the Travel reports when it says a cardholder is 31-60 days are they really 60 days late at that point?

A: Agencies should use the report sent by DOA for the most up to date Travel delinquency information but Nancy will get back with DOA to clearly define how often cardholder payments are posted to SAM and delinquency status. You can always go in under Admin, Cardholder and link to Net Service to get an up to date balance and detail history for that cardholder.

Additional notation – Just a reminder to cardholders to never give cardholder account information to anyone who calls claiming they need this information. If cardholders receive such a call for their GE MasterCard, recommend that they hang up and contact the CRR number at 1-866-843-1368.